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Approved For Release 1999/09/27 : CIA-RDP86-00244R000100060004-6

19 August 1969

MEMORANDUM FOR THE RECORD:

SUBJECT: Briefing of the LSD/OL Staff

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1. [REDACTED] had indicated in earlier discussions that it would be appreciated if I would brief the Chiefs of the LSD elements on the BPS building planning program and modus operandi. The easiest way of doing this was to participate in one of the regular LSD staff meetings. This I did and encouraged questions and comments from those present.

2. I used as a theme in discussing our method of operation with LSD the guidelines laid down in the BPS Office Procedure No. II.

3. It was agreed that an initial, general discussion would be held with one of the above officers, or if the requirement has to do with information known to be available in LSD records, with M

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[REDACTED] It was further understood that the BPS officer initiating the request, an officer from the front office of LSD, and the head of the LSD element involved would hold a preparatory caucus. This meeting would be for the purpose of determining the amount, type, and form in which the desired information is carried within that LSD office. It will also be determined in that meeting the amount and type of work required to assemble and forward the desired information to the BPS. Once the work requirements have been determined an agreement will be reached between the three officers involved as to the participation of the applicable LSD personnel and by the responsible BPS officer.

4. Following these two meetings the BPS officer will prepare an appropriate memorandum for the signature of the Chief, BPS to the Chief, LSD, requesting the assistance from LSD as informally understood and agreed upon. It is most important that in the course of the early discussions and later in a more precise manner within the memorandum, the extent of the requirement and the way in which the acquired information is to be used is spelled out. I advised the LSD officers that our written requests would always provide guidance in some form; i.e., an outline, format, recommendations, or if possible a simple chart (schematic arrangement) which could be used by them in readily transposing from their records into the suggested arrangement for the desired information.

5. I cautioned all present that for the time being any information concerning possible new construction by the Agency must not be disseminated outside of the Agency. [REDACTED] both strongly endorsed this point and went further by requesting

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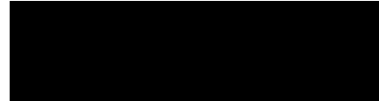
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that our contacts be limited to the front office and the Chief of each LSD element. In this way a control can be maintained, and there will be little likelihood of unnecessary talk among the other members of LSD.

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Chief  
Building Planning Staff

**Distribution:**

Orig - HPS/OL/Subject File - LSD Folder  
① - HPS/OL/Subject File - Procedures Folder

HPS/OL/[REDACTED];jep/3553  
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